

C O M E C C

2003 Commonwealth of Massachusetts Employees Charitable Campaign



Name:
Dept ID:
Maildrop:

Employee Number:
COMECC Region:

Please Select Payment Option:

1 Easy payroll deduction:

A.) I want to contribute the following amount each pay period. Deductions begin January 2003 and end December 2003. This pledge may be canceled at any time.

\$25.00 \$15.00 \$10.00 \$5.00 \$3.00 Other \$

B.) Please deduct the above amount bi-weekly.

C.) Therefore my total annual gift is \$ (A x 26)

2 Direct Payment:

I make a direct gift of \$ to be paid by Check (make check payable to COMECC) or Cash

3 Employee Signature

Date

PLEASE RETURN THIS PORTION TO YOUR CAMPAIGN KEYPERSON

Payroll Department Copy

C O M E C C

2003 Commonwealth of Massachusetts Employees Charitable Campaign



Name:
Dept ID:
Maildrop:

COMECC Region:

Please Select Where You Wish Your Money to Go

4 To designate one or more charities listed in the brochure provided, fill in the charity by number and the annual dollar amount in the boxes below.

Table with 8 columns: CHARITY, AMOUNT, CHARITY, AMOUNT, CHARITY, AMOUNT, CHARITY, AMOUNT

Name of Charity

Name of Charity

Name of Charity

Name of Charity

5 My total annual gift is \$ (sum of amounts in no. 4) Check Cash Payroll Deduction

Name Release Authorization (Please Check One Box)

6 I DO I DO NOT want my name and address released to the charity(ies) I have designated above.

My home address is: City State Zip

7 Employee Signature

Date

PLEASE RETURN THIS PORTION TO YOUR CAMPAIGN KEYPERSON

Local Campaign Manager Copy

C O M E C C

2003 Commonwealth of Massachusetts Employees Charitable Campaign



Name:

For your records, please record your total annual gift here: \$
You may use this space to note the code number(s) or name(s) of the charities you designated.

Contribution received by

Date

COMECC does not provide any goods or services to contributors as whole or partial consideration for any gift.

Employee Copy

Thank You

Your COMECC pledge is important and greatly appreciated. Equally important is the completion of the pledge form. Please follow these simple steps:

1. Payment Option:

You may pledge by payroll deduction (each paycheck will reflect the amount withheld for that pay period)

or

You may elect to make a one-time gift by check or by cash in any amount.

If you choose the payroll deduction method, please:

- A. Select the amount to be withheld each pay period or write in an amount in section 1.A.
- B. Write the **total amount** of your bi-weekly payroll deduction in section 1.c. This is the **amount** per pay period **times** the number of pay periods. Example: if you want to have \$6.00 withheld from your pay biweekly, your total annual gift is \$156.00 (\$6.00 per week times 26 weeks).

2. Direct Payment:

If you pledge a direct gift by check or cash, please indicate it here.

3. Employee Signature:

Please sign and date your pledge form.

4. Where do you wish your money to go?

Please refer to your brochure to select the charity(ies) of your choice. Note: You may choose more than one charity and you may designate how much of your total gift you wish each charity to receive. Please be certain that the sum of the amounts you have designated to CHARITY(ies) equals your total annual gift. This sum should equal the amount you wrote on line 1.C.

5. Total Annual Gift:

Once again, write in the total annual amount you have designated to the CHARITY(ies) and check whether your gift is a payroll deduction, check, or cash.

6. Name Release Authorization.

If you wish the charity(ies) to acknowledge your gift, you must supply your home address in the spaces provided. The information you provide cannot be used for solicitation purposes.

7. Employee Signature:

Once again, please sign and date your pledge card.

Receipt:

Please keep the bottom section of the pledge form for your records. The campaign keyperson will sign and date your pledge form as a receipt.

COMECC Thanks You Very Much!!!